



**Bulletin Number** 2874BR

**Type of Recruitment** Transfer Opportunity

**Department** Probation

**Position Title** INTERMEDIATE TYPIST-CLERK

**Filing Type** Open Continuous

**Filing End Date** 11/11/2011

**Filing End Time** 5:00 pm PST

**Requirements** All interested permanent County of Los Angeles employees who currently hold the payroll title of **INTERMEDIATE TYPIST CLERK** are invited to submit a cover letter and resume detailing relevant experience, copies of their last two (2) performance evaluations, and their last two (2) years of attendance records by Friday, November 11, 2011. Materials should be sent to:

County of Los Angeles Probation Department  
Harbor Area Office  
3221 Torrance Blvd.  
Torrance, CA 90503  
Attn: Debra Hibbler

Phone: (562) 491-5813  
Fax: (562) 983-5747  
Email: [Debra.Hibbler@probation.lacounty.gov](mailto:Debra.Hibbler@probation.lacounty.gov)

Resumes will reviewed and only the most qualified candidates will be called for an interview.

**Desirable Qualifications**

- Strong verbal and written communication skills.
- Strong organizational skills and ability to manage multiple tasks.
- Highly proficient in various computer programs including Word and Excel.

**Duties**

- Processes documents according to a predetermined but specialized procedure for such purposes as formulating property descriptions, and recording and indexing court papers, transcripts and legal process.
- Checks documents for completeness, accuracy and compliance with legal and other requirements.
- Answers questions and gives information to the public concerning such matters as regulations, procedures and the preparation and filing of legal forms, applications and permit requests; acts as special receptionists or counter clerk.
- Keep records of a nature requiring specialized knowledge, discrimination and judgment in the selection, compilation or computation of data to be included such as cost data records and distribution and control ledger, which can be posted without extensive knowledge of bookkeeping principles.
- Maintains clerical controls where work is divided among personnel performing separate parts of an entire operation.
- Searches records and files for data where judgment and discrimination are required in selecting or abstracting material.
- Answers correspondence requiring the selection of data necessary in formulating the reply, referring unusual cases to a superior for approval.
- May routinely access such office equipment as video display terminals, word processors, or personal computers to input data, perform computation, or produce documents not requiring the formatting or programming of such equipment.

<b>Vacancy Information</b>	The Los Angeles Probation Department is seeking two (2) well qualified individuals for the position of Intermediate Typist Clerk. The vacancies are at the Harbor Area Office: 3221 Torrance Blvd., Torrance, CA 90503.
<b>Available Shift</b>	Day
<b>Job Field</b>	Clerical
<b>Job Type</b>	Administrative Support

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